

## **SUPERVISOR'S SAFETY QUICK SHEET**

### **ACCIDENT** (Employee is Injured or becomes Ill in the Workplace):

If Serious / Life Threatening – Call 9-1-1 for ambulance; otherwise employee calls Supervisor

- Call Safety immediately
  - Holly Bockow, WP 737-2311, Cell WP 513-5354; 921 Main St., Room 112; Fax 737-3065; [HBockow@gs.sc.gov](mailto:HBockow@gs.sc.gov)
  - Bernie Lee, WP 737-2315, Cell WP 513-5352; 921 Main St., Room 113; [BLee@gs.sc.gov](mailto:BLee@gs.sc.gov)
  - Marick Walters, BCB HR, WP 737-0506; [MWalters@io.sc.gov](mailto:MWalters@io.sc.gov)
- Complete on-line *Report An Accident* form
- Provide Safety with *Doctor's Return to Work Form* and related information
- Assist Safety in investigation

### **VEHICLE ACCIDENT** (involving BCB Employee and/or Owned/Leased Vehicle):

- If injuries, see Accident (Workplace Injury/Illness) above
- Call 9-1-1 for Police
- Provide the *FR-10 Police Report* and *BCB Vehicle Accident Report Form* to Safety and your section's Fleet Safety Coordinator

**OTHER EMERGENCIES** (Fire Alarm, Blood Spill, Injury to Tenant/Visitor, Bomb Threat, Severe Weather, Major Mechanical Equipment Failure, etc.): Notify Safety

### **OSHA INSPECTOR or FIRE MARSHAL** visits BCB facility for inspection / investigation:

- Notify Safety and Division Director
- Ask OSHA Inspector or City / County / State Fire Marshal to wait for Safety

**SAFETY TRAINING:** Notify the employee of required safety training; provide time for completion

### **NEW HIRE:**

- CONTRACT Employees – Complete a *Contract Personnel Action Form* and submit to Safety (for new hires, transfers and separations)
- Call Safety to coordinate required training (starts afternoon of first day of hire)
- Brief employee using *Emergency Plan Training Outline* and notify Safety of completed training

**HAZARDOUS CHEMICALS** (New Product or Updated Information): Send MSDS to Safety

**PERSONAL PROTECTIVE EQUIPMENT** – Provide PPE; use applicable forms to authorize the employee to purchase and get reimbursed for required:

- Safety Prescription Eyewear
- Safety Footwear

**WORK PERMITS** - Notify Safety when authorizing the following hazardous work:

- Permit-Required Confined Space Entry
- Hot Work (Welding, Cutting, Brazing)
- Asbestos: Check Asbestos Log to ensure work site is Asbestos-Free; contact Jean-Paul Gouffray, 737-8038, for asbestos mitigation
- Fall Protection: Specify job specific rescue plan

**ANY SAFETY ISSUE** (OSHA regulation, Fire and Building Codes) - Contact Safety:

All of the above information is explained in more detail in *Policies and Programs* found on Safety's web page